COURSE OUTLINE

Computer Applications & Business Office Technologies 281 Microsoft Office Specialist (MOS): Microsoft PowerPoint II

I. Catalog Statement

Computer Applications & Business Office Technologies 281 provides students with advanced features and functions of Microsoft Office PowerPoint, a presentation software program. This course prepares students for the Microsoft Office Specialist (MOS) expert certification exam in PowerPoint. Some of the topics for this course consist of creating a presentation containing interactive Object Linking and Embedding (OLE) documents; creating a self-running presentation using animation effects; and using Visual Basic for Applications (VBA).

Units – 3.0 (8 weeks) Lecture/Demonstration Hours – 6.0

Recommended Preparation: Computer Applications & Business Office Technologies 280 or equivalent.

II. Course Entry Expectations

Skills Level Ranges: Reading 5; Writing 5; Listening/Speaking 5; Math 2

III. <u>Course Exit Standards</u>

Upon successful completion of the required coursework, the student will be able to:

- 1. create a presentation containing interactive OLE documents;
- 2. create a self-running presentation using animation effects;
- 3. use Visual Basic for Applications (VBA);
- 4. distribute presentations to remote audiences.

IV. Course Content

Total Contact Hours = 48

A.	Create a presentation containing interactive OLE documents	8 hours
B.	Create a self-running presentation using animation effects	12 hours
C.	Use Visual Basic for Applications (VBA)	12 hours
D.	Distribute presentations to remote audiences	16 hours

V. <u>Methods of Presentation</u>

The following instructional methodologies may be used in the course:

1. lecture in current industry-standard software applications;

- 2. demonstrate software applications using large-screen projection;
- 3. critique work in progress during lab time;
- 4. online.

VI. Assignments and Methods of Evaluation

- 1. In-class case problems that incorporate critical thinking and problem-solving with computer skills proficiency.
- 2. Lab assignments used to reinforce case problems.
- 3. A skill assessment software tool for assessment tests.
- 4. Final examination.

VII. Textbook

Shelly, G., Cashman, T., Quasney, J. <u>Microsoft PowerPoint 2010 Comprehensive.</u> Cambridge, MA: Course Technology, 2012. 11th Grade Textbook Reading Level. ISBN: 1-43907893-9

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VIII. Student Learning Outcome

Upon successful completion, the student will be able to:

- 1. create a presentation containing interactive OLE documents;
- 2. create a self-running presentation using animation effects;
- 3. create macros;
- 4. able to distribute presentations to remote audiences.